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LISTING AGENT/CLOSING INFORMATION FORM

Please **FULLY** complete all applicable sections of this form and return it to the paralegal(s) assigned to your transaction as soon as possible to help ensure a smooth and timely closing. The listing agent should complete this form, if applicable. If there is no listing agent, the Seller must complete it. If you have any questions, please contact our office.

ADDRESS OF PROPERTY: _____

1. **Water and Sewer.**

   Water Supply: ☐ Town Water ☐ Well
   Wastewater: ☐ Town Sewer ☐ Septic *(a passing **Title V** is required in MA)*

   If the property is serviced by a water or sewer provider, please contact the applicable provider to determine and complete all requirements for closing, including obtaining final bills, meter readings, account balances, or other required documentation. Please allow at least 7 business days for processing prior to closing.

2. **Fuel Source.** ☐ Oil ☐ Propane ☐ Gas

   If oil or propane is present and a fuel adjustment will be made at closing, please provide a statement from the fuel company.

3. **Occupancy.**

   ☐ Owner-Occupied
   ☐ Tenant-Occupied (a ***Rental Estoppel*** *and, if applicable, signed* ***Lease*** *must be provided for* ***each*** *occupied unit, dated within the month of closing)*
   ☐ Vacant

4. **Smoke and Carbon Monoxide Compliance.** *Please provide the smoke and carbon monoxide certificate or inspection report for the property, if applicable, and ensure it is current and valid as of closing.*

5. **Commission.** *If applicable, please provide a complete commission statement at least 7–10 days prior to closing, including the purchase price, total commission charged to Seller, any deposit held by the listing brokerage, and the commission to be disbursed to each brokerage and agent.*

6. **Solar Panels.** Are there solar panels on the property? ☐ No ☐ Yes

   If yes, please indicate how the solar panels are held: ☐ Owned ☐ Leased ☐ Financed

   If the solar panels are leased and Buyer will assume the lease, Seller must contact the solar company directly to arrange for the lease to be transferred to Buyer.

7. **Seller Credit.** Is Seller providing Buyer with a credit toward closing costs?

   ☐ No ☐ Yes, amount or percentage: _____

   Any seller closing cost credit must be reflected in the Purchase and Sale Agreement or a written addendum.

8. **Condominium**. *If the property is a condominium, please provide the following information and arrange for a* ***Resale/ 6(d) Certificate****. Please allow up to 2 weeks for processing. Fees may apply. The certificate must be dated within the month of closing.*

   Condominium Association Name: _____

   Association Contact Name: _____

   Contact Phone Number: _____

   Monthly Condominium Fee: $_____

   Monthly Fee Due Date: _____

   Are water and sewer included in the monthly fee? ☐ No ☐ Yes

   Outstanding or Upcoming Special Assessments: $_____

   Additional Information Regarding Assessments: _____